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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 7, 1943

Fruit and Vegetable Branch - Memorandum No. 8

To: All Field Offices of the Fresh Products Standardization and Inspection Division and the Processed Products Standardization and Inspection Division of the Fruit and Vegetable Branch.

From: W. C. Hasbrouck, Senior Administrative Officer,
Fruit and Vegetable Branch

Subject: Preparation of FPI-19s and AMA-39s.

As a result of the enormous increase in requests for inspections of fresh and processed foods by other Federal Agencies, reports of service have been received in many different forms. Much more time than necessary is being spent in preparing these reports. A uniform method of handling this work through our field inspection offices has been worked out, as indicated on the attached specimen forms.

PROCESSED - AMA-39s These service reports covering inspections of processed products shall be issued in quantities necessary, according to specific instructions. When completed, they should be routed back to the issuing office, which in turn will transmit the AMA-39s to the Processed Products Standardization and Inspection Division in Washington.

FRESH - FPI-19s The original only of service reports covering inspections of fresh fruits and vegetables must be prepared and mailed to the Senior Administrative Officer, Fruit and Vegetable Branch, Food Distribution Administration, U. S. Department of Agriculture, Washington 25, D. C., except reports covering services rendered the Public Health Service or the Veterans' Administration. Upon the request of the Public Health Service, FPI-19s should be prepared in duplicate, both copies to be certified by the person in charge of the field office ordering the inspection, when this service is to be paid direct by the Public Health Service. Reports of service covering inspections of fresh foods for the Veterans' Administration have already been outlined in a former memorandum. When it is necessary to prepare two copies of the FPI-19s, the duplicate copy will be used by this office to accompany our invoice to the Federal Agency ordering this service. The names of the inspectors involved must be omitted on the duplicate copy; however, it is necessary for the inspectors' names to be given on the original service report, in order that proper accounts may be identified and credit properly apportioned. Additional copy must, of course, be prepared for your reference and file, in either case. Copies of Forms FPI-7a and FPI-156 need no longer accompany the FPI-19s when forwarded to Washington for billing.

GENERAL - The above directions in no way alter special instructions that may be given from time to time by any other Federal Agency requesting inspection service. If any changes are necessary, information will be furnished from this office.

CONCLUSION - EFFECTIVE JULY 1, 1943, ALL SERVICE REPORTS MUST BE FURNISHED IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS.

Attachments

F-857

SPECIMEN COPY

UNITED STATES DEPARTMENT OF AGRICULTURE

FOOD DISTRIBUTION ADMINISTRATION

SERVICES RENDERED TO OTHER FEDERAL DEPARTMENTS

To U. S. Navy Department at Great Lakes, Ill. for month ending July 1, 1943

| Name of Employee | Time given to work | Total salary for time given | Other Expenses | Total |
|--|--------------------------|-----------------------------------|-------------------|-------|
| John Smith | 7/1-7 - 10 Hr. | | Tr.- \$ 1.50 | |
| Jack Jones | 7/5-15- 10 " | | P.D.- 2.50 | |
| M. W. Thomas | 7/10-31-20 " | | Tr.- 5.00 | |
| | 40 " @ \$2.35 | \$94. | | |
| John Doe - | FULL Time @ \$2600.- | plus O.T. | | |
| | | \$263.60 | | |
| <p>NOTE: Each inspector's time must be reported separately, though grouped service for each inspector is recommended and preferred, as shown above. Do not combine time of more than one inspector in preparing report.</p> <p>Be sure to include <u>all time</u> properly chargeable in each case.</p> | | | | |

GRAND TOTAL \$366.60

Remarks: (Include in remarks all pertinent information which might have a bearing on the inspections covered by this report).

(To be manually signed by Insp.-in-Charge)

Inspector
W. C. Smith

SPECIMEN COPY ONLY
(EXHIBIT A)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration

Mr. Leonard S. Fenn
1421 South Aberdeen St.,
Chicago, Illinois

Date July 1, 1943
Program No. _____
Contract No. _____
Pur. Order No. _____
Reference No. HR-21b

Dear Mr. Fenn:

We have a request dated June 29, 1943 from Commanding General (Through Harry Rite
War Dept. Field Buyer)
of Chicago Quartermaster Depot to inspect 7,200 Cs No. 24-42

cans of Canned Peas located at { plant
Waukegan } of Processed Canning Co.,

Jonesville, Wisconsin offered for delivery by May Brokerage Company

of Milwaukee, Wisconsin to U. S. Government (See below)

Immediate inspection

Date delivery required Contractor will be furnished shipping instructions by QM Depot

Product to meet quality requirements of Federal Specification, JJJ-P-151a, Type II

Sizes 4 and 5, Grade C (Standard)

Issue certificate form 63 or 64 with certificate of sampling attached.

Loading { is
is not } to be supervised. Shipment to move under { Government
commercial } B/L No. _____

in { wooden
fiber } cases. Stenciling required on cases in accordance with contract

Inspection charges to be assessed to War Department

using { daily } rate and reported on Schedule of Collection _____

to be credited to fund _____

SPECIAL INSTRUCTIONS Omit Property Receipt. Mark accepted lots "Property of
U. S. Government." EXPEDITE AND WIRE THIS DEPOT RESULTS OF GRADING SO THAT
SHIPPING INSTRUCTIONS CAN BE COMPLETED. Actual count of cases is required.

Very truly yours,

(To be manually signed by Inspector whenever possib^{le})

Ben N. Stuckey
Processed Products Division
Chicago Quartermaster Depot

STATEMENT OF EXPENSES

Ref. No. HR-21b

Contract No. _____

Pur. Order No. _____

Telephone calls

| Date | From | to | Minutes | Amount |
|------------|--------------|----|---------|--------|
| 7/2/43 | From 2 calls | to | | 2.35 |
| to 7/15/43 | From | to | | |
| | From | to | | |

Telegrams

| Date | From | to | Words | Amount |
|--------|-------------|----|-------|--------|
| 7/6/43 | From 1 wire | to | | .75 |
| | From | to | | |

Miscellaneous expenses (taxi, street car fares, express on samples, etc.)

| Date | Item | From | to | Amount |
|------|------|------|----|--------|
| | | From | to | |
| | | From | to | |
| | | From | to | |

Transportation (by train)

Inspector or loader _____

| Date | Trans. Req. No. | From | to | Amount |
|------------|-----------------|------|----|--------|
| 7/2/43 | M. L. Cone | From | to | 37.53 |
| to 7/15/43 | | From | to | |
| | | From | to | |

Transportation [by auto (personal Government)]

Inspector or loader _____

| Date | No. Miles | Rate | From | to | Amount |
|------|-----------|------|------|----|--------|
| | @ | | From | to | |
| | @ | | From | to | |
| | @ | | From | to | |
| | @ | | From | to | |
| | @ | | From | to | |
| | @ | | From | to | |

Salary

| Date | Name of inspector or loader | Time given | per hour. | Amount |
|------------|-----------------------------|------------|-----------|--------|
| 7/2/43 | | @ | | |
| to 7/15/43 | M. L. Cone | 53 @ 2.75 | per hour. | 145.75 |
| | | @ | per hour. | |
| | | @ | per hour. | |
| | | @ | per hour. | |
| | | @ | per hour. | |

Per diem

| Date | Name of inspector or loader | Number of days | per day. | Amount |
|-----------|-----------------------------|----------------|----------|--------|
| 7/2/43 to | M. L. Cone | 6 1/4 @ 4.50 | per day. | 28.13 |
| 7/15/43 | | @ | per day. | |
| | | @ | per day. | |
| | | @ | per day. | |
| | | @ | per day. | |
| | | @ | per day. | |

TOTAL _____

REMARKS Certificates covering exact total of 7,200 Cases 24 #2 cans Peasissued: No (FPI 63) 65932, 65933, 65934.

Inspector. _____

SPECIMEN COPY ONLY
(Exhibit B)

UNITED STATES DEPARTMENT OF AGRICULTURE

Food Distribution Administration

Mr. E. H. Yeager,
Minneapolis, Minn.

Date July 1, 1943
Program No. _____
Contract No. FSC (F) 12345
Pur. Order No. _____
Reference No. _____

Dear Mr. Yeager:

We have a request dated June 30, 1943 from Federal Surplus Commodities Corp.
of Washington, D. C. to inspect 10,000 Cs No. 24-303
cans of Canned Peas located at { warehouse } of St. Paul Terminal
Warehouse Co., St. Cloud, Minn. offered for delivery by Processed Canning Company
of St. Cloud, Minnesota to FSCC (See remarks)
Date delivery required by July 25, 1943
Product to meet quality requirements of Federal Specification JJJ-P-151a, Type I,
Size 3, Extra Standard (Grade B)
Issue certificate form 63 or 64 with certificate of sampling attached
Loading { is } to be supervised. Shipment to move under { Government } See
in { wooden } cases. Stenciling required on cases as specified B/L No. remarks
fiber

Inspection charges to be assessed to vendor; supervision of loading charges to FSCC
using { commercial } rate and reported on Schedule of Collection _____
to be credited to fund _____

SPECIAL INSTRUCTIONS Government Bills of Lading will be forwarded to Processed
Products, Minneapolis office for transmittal to inspector when shipment ready,
with instructions as to destination. Issue inspection certificates to vendor
as applicant; show FSCC as receiver or buyer.

16-23163-1

Very truly yours,

cc - District
Supervisor

(To be manually signed whenever possible)
N. C. Healy
Inspection Section, Processed Products
Standardization and Inspection Division
Fruit and Vegetable Branch

STATEMENT OF EXPENSES

Contract No. **FSC (F) 12345**
Pur. Order No. **ANN. FSC 1522**

Telephone calls

| Date | From | to | Minutes | Amount |
|---------|------|---------|---------|--------|
| 6/30/43 | to | | | |
| 7/28/43 | From | 6 calls | | 8.37 |
| 7/10/43 | From | 2 calls | | .30 |

Telegrams

| Date | From | to | Words | Amount |
|---------|------|------------|-------|--------|
| 7/10/43 | From | 1 telegram | | 1.24 |
| | From | | | |

Miscellaneous expenses (taxis, street car fares, express on samples, etc.)

| Date | Item | From | to | Amount |
|---------|------------------|----------------------|----|--------|
| 6/30/43 | to | | | |
| 7/28/43 | Taxi, street car | Express on equipment | | 10.27 |
| | | | | |

Transportation (by train)

| Date | Trans. Req. No. | Inspector or loader | Amount |
|---------|-----------------|---------------------|--------|
| 6/30/43 | John L. Smith | From to | 28.54 |
| 7/28/43 | Ida M. Jones | From to | 15.75 |
| | | From to | |

| Date | No. Miles | Rate | Inspector or loader | Amount |
|------|-----------|---------|---------------------|--------|
| | @ | From to | | |
| | @ | From to | | |
| | @ | From to | | |
| | @ | From to | | |
| | @ | From to | | |
| | @ | From to | | |

Salary

| Date | Name of inspector or loader | Time given | Amount |
|------------|-----------------------------|-------------------------|----------|
| 6/30/43 | John L. Smith | 52 @ 2.75 per hour. | 143.00 * |
| to 7/28/43 | Ida M. Jones | 10-1/2 @ 2.75 per hour. | 28.88 |
| 7/29/43 | John L. Smith | 3 @ 2.75 per hour. | 8.25 |
| | | @ per hour. | |
| | | @ per hour. | |
| | | @ per hour. | |

Per diem

| Date | Name of inspector or loader | Number of days | Amount |
|---------|-----------------------------|-----------------------|---------|
| 6/30/43 | John L. Smith | 6-3/4 @ 4.50 per day. | 30.38 * |
| 7/28/43 | Ida M. Jones | 1 @ 4.50 per day. | 4.50 * |
| | | @ per day. | |
| | | @ per day. | |
| | | @ per day. | |

TOTAL

REMARKS Certificates issued to vendor, included following expenses:
For supervision of loading: Certificate (FPI63) 76543, 76544,
76555 - Total: Loading 58.75: Expenses (pro-rated) \$38.21

Inspector.
John L. Smith

SPECIMEN COPY ONLY
(EXHIBIT C)

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration

Mr. John Smith
1234 Main Street
Chicago, Illinois

Date July 1, 1943
Program No. (Insert No. if known)
Contract No. Ditto
Pur. Order No. "
Reference No. "

(Also include any identifying
number in this space, in the
event it does not apply to the

Dear Mr. Smith:

We have a request dated July 1, 1943 from The War Department above
of Washington, D. C. to inspect 125,000 No. 3 cap-
tions)

cans of Spinach located at { plant
warehouse } of the Processed
Canning Co., Chicago, Ill. offered for delivery by The Processed Canning Co.,
of of Chicago, Illinois to The War Department

Date delivery required July 10, 1943

Product to meet quality requirements of (as specified by the contracting party)

Issue certificate form (As required by contracting party)

Loading { is } to be supervised. Shipment to move under { Government } B/L No. 7
in { wooden } cases. Stenciling required on cases (As indicated by contracting party)

Inspection charges to be assessed to Contractor

using { commercial }
daily rate and reported on Schedule of Collection

to be credited to fund 128015.1200

SPECIAL INSTRUCTIONS (Outlined in accordance with details furnished by the
contracting party).

Very truly yours,

(To be manually signed whenever possible)

John Doe

STATEMENT OF EXPENSES

Contract No. _____

Pur. Order No. _____

Telephone calls

| Date | From | to | Minutes | Amount |
|-----------|---------------|-------------------|---------|--------|
| 7/1-15/43 | Chicago, Ill. | Washington, D. C. | 30 | 15.00 |
| " | " | Chicago, Ill. | - | .50 |
| | From | to | | |

Telegrams

| Date | From | to | Words | Amount |
|-----------|---------------|-------------------|-------|--------|
| 7/1-15/43 | Chicago, Ill. | Washington, D. C. | | 1.50 |
| | From | to | | |
| | From | to | | |

Miscellaneous expenses (taxis, street car fares, express on samples, etc.)

| Date | Item | From | to | Amount |
|--------|---------|------|----|--------|
| 7/1-15 | Carfare | | | .75 |
| | Taxis | | | 2.40 |
| | | From | to | |

Transportation (by train)

Inspector or loader _____

| Date | Trans. Req. No. | Inspector or loader | Amount |
|--|-----------------|---------------------|--------|
| Furnish date, name of inspector and amount only. | | | |
| (Consolidate information as much as possible) | | | |
| | From | to | |
| | From | to | |

Transportation [by auto (personal Government)]

Inspector or loader _____

| Date | No. Miles | Rate | Inspector or loader | Amount |
|---|-----------|------|---------------------|--------|
| Furnish date, name of insp. and amount only. | | | | |
| (Consolidate information as much as possible) | | | | |
| | @ | From | to | |
| | @ | From | to | |
| | @ | From | to | |
| | @ | From | to | |

Salary

| Date | Name of inspector or loader | Time given | Amount |
|--------|-----------------------------|---------------------|--------|
| 7/1-4 | John Smith | 16 @ per hour. | |
| 7/2-9 | D. W. Myer | 20 @ per hour. | |
| 7/5-15 | A. M. Long | 20 @ per hour. | |
| | | @ per hour. | |
| | Total - | 56 @ 2.75 per hour. | 154.- |
| | | @ per hour. | |

Per diem

| Date | Name of inspector or loader | Number of days | Amount |
|--|-----------------------------|----------------|--------|
| Cover full period for each inspector, showing one entry only per day. | | | |
| per inspector, ----- i.e., indication of period covered, per day. | | | |
| name of inspector, and full amount of per diem to which inspector per day. | | | |
| is entitled in each instance. @ per day. | | | |
| @ per day. | | | |
| @ per day. | | | |

TOTAL \$174.15

REMARKS (Any additional and pertinent information relative to inspection to be cited here - such as certificate numbers, etc. i.e. collection from vendor (Cert. No. 12345 - \$570.-) (Any necessary adjustment between accounts will be arranged for in Washington)

(To be manually signed) Inspector.
John Smith